



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 3.26**

### **Subject: State-funded Youth Allowances/Incentive Allowances**

Supersedes: DCS 3.26, 05/01/00

**Local Policy: No**

**Local Procedures: No**

**Training Required: No**

**Approved by:**

**Effective date: 05/01/00**

**Revision date: 01/01/04**

### **Application**

To the Assistant Commissioners of Fiscal and Administrative Services and Departmental Treatment Facilities, Director of DCS Community Residential Facilities, DCS Community Residential Facility Supervisors, Youth Development Center Superintendents, Fiscal Officers and Youth in Departmental Treatment Facilities.

**Authority:** TCA 37-5-106

### **Policy**

The Department of Children's Services shall provide funds for youth allowances and/or incentive allowances for each youth in a departmental treatment facility.

### **Procedures**

#### **A. Regular allowances**

##### **1. Eligibility**

- a) All youth that are in state custody and reside in a treatment facility operated by the Department of Children's Services must be provided an allowance and/or an incentive allowance. Allowances for youth residing in a contracted residential facility/program is included in Provider Services policies and procedures.
- b) The allowance becomes effective the first day that a youth is included in the facility's daily roll call or count.
- c) Youth must not receive an allowance when on escape status or upon being transferred to another facility as

part of the youth's program.

## **2. Payment**

- a) In the youth development centers, the case manager must submit a weekly allowance request to the business office at the facility for allowances to be paid. The facility business office will process the allowance request for payment. The payment will be direct deposited into the facility's youth trust fund account.
- b) The supervisor in the DCS community residential facilities must submit form CS-0389, *Community Residential Allowance Request*, to the central office fiscal division for payment of weekly allowances. The central office fiscal division will process request and direct deposit the funds into the DCS community residential facility trust fund account.

## **3. Amount**

- a) The assistant commissioner of departmental treatment facilities must annually establish the maximum weekly amount of the allowance.
- b) The assistant commissioner of departmental treatment facilities must notify the assistant commissioner of fiscal and administrative services, each youth development center superintendent and community residential facility supervisor of the established amount by memorandum.

## **4. Forfeiture**

- a) The disciplinary committee may order that youth forfeit his/her allowance due to disciplinary actions on the part of the youth.
- b) Except when the youth's allowance is being paid as restitution, the disciplinary committee must not require forfeiture for more than six weeks.

## **5. Documentation - Youth Development Centers**

- a) The designated trust fund custodian must maintain a weekly youth allowance/incentive allowance control sheet(s) for audit purposes.
- b) The control sheet(s) must state:
  - ◆ Youth's name

- ◆ Amount and type(s) of allowance(s) credited to
  - ◆ Youth's trust fund account, and
  - ◆ Date of credit.
- c) The YDC's accounts payable staff must forward the control sheet(s) to the Finance and Administration, Division of Accounts, along with a voucher register, as documentation for reimbursement.
- d) After reimbursement is made and posted to the youth's account, the control sheet(s) must include a statement from the trust fund custodian of the trust fund accounts attesting that such allowance(s) has been properly credited to each eligible youth's account.

#### **6. Documentation - Community Residential Facilities**

- a) Form CS-0389, *Community Residential Allowance Request*, must be maintained by the central office trust fund custodian and the facility supervisor for audit purposes
- b) Form CS-0389, *Community Residential Allowance Request*, must contain:
- ◆ Youth's name
  - ◆ Amount of allowance
  - ◆ Amount of allowance requested by youth
  - ◆ Signature of youth receiving allowance (retained only by facility supervisor)

#### **7. Spending privileges – Community Residential Facilities**

- a) Each DCS community residential facility supervisor must establish a program whereby a youth becomes eligible to spend funds from his or her trust fund account.
- b) The supervisor must base a youth's eligibility to spend these funds on performance of household tasks within the community residential facility and its grounds.

**B. Incentive allowances for youth at youth development centers****1. Eligibility**

- a) Each superintendent may establish a program whereby youth become eligible for incentive allowances to be awarded in addition to the regular youth allowances.
- b) The superintendent must base youth eligibility for incentive allowances on the youth's demonstration of positive performance in specified program activities.

**2. Payment**

In the youth development centers the case manager must submit a weekly incentive allowance request to the business office at the facility for allowances to be paid. The facility business office will process the incentive allowance request for payment. The payment will be direct deposited into the facility's youth trust fund account.

**3. Amount**

- a) The assistant commissioner of departmental treatment facilities must annually establish the maximum weekly amount or hourly rate(s) of the incentive allowance.
- b) The assistant commissioner of departmental treatment facilities must annually notify the director of fiscal and administrative services and each youth development center superintendent of the established amount by memorandum.

**4. Restitution**

The department may order that a youth pay restitution from his or her incentive allowance.

**5. Documentation**

Facility staff must maintain for audit purposes a receipt stating the youth's name and the amount paid for restitution. The receipt must be signed by the youth.

**Forms**

CS-0389 Community Residential Allowance Request

**Collateral Documents**

None

**Standards**

None